



## Request for Salary Action for Postdoctoral Research Associates

**Instructions:** Complete this form when requesting a salary increase for a postdoctoral research associate. Obtain signature approval from the department head (if applicable) and dean/director. Send this form to OVPR. Also, create and send an Electronic Personnel that reflects the requested salary. See the second page of this form.

Date of Request: \_\_\_\_\_ e-Personnel Document No: \_\_\_\_\_

Postdoc: \_\_\_\_\_ Email: \_\_\_\_\_

Requestor: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ College: \_\_\_\_\_

Current Annual Salary Rate: \_\_\_\_\_ at \_\_\_\_\_ percent time.  
New Annual Salary Rate Requested: \_\_\_\_\_ at \_\_\_\_\_ percent time.

Payment Account Type (check all that apply):

- Resident Instruction
- Other State (not grant)
- Restricted
- Auxilliary

Justification:

**Approval by Department Head and Dean/Director**

By signing this document I agree with the above justification and affirm that adequate funding is available to support this salary request.

Dept Head: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by OVPR: Office of Postdoc Affairs**

VP for Research: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Salary Action for Postdoctoral Research Associates

The department (if applicable) or school/college sends the Request for Salary Action for Postdocs Form AND the e-personnel to OVPR. Use Reason Code (Q) Other and state "Salary Increase" on the e-personnel.

OVPR reviews the request.

Request  
Approved?

No

OVPR re-routes the e-personnel.

Yes

OVPR approves the e-personnel and includes approval tracking number. OVPR notifies the originating unit. If the postdoc is a non-U.S. citizen then OVPR notifies Office of International Education.

Path of e-personnel

Funding  
from  
restricted  
account(s)?

Yes

Contracts and Grants

No

Budget Office

Human Resources

Payroll